

Regular Meeting

May 6, 2019

The Regular Meeting of Souderton Borough Council, held on the above date, was called to order by President Brian K. Goshow at 7:00 p.m. Members of Borough Council present at the regular meeting included the following:

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| President Brian K. Goshow | Councillor Edward Huber |
| Vice-President D. Jeffrey Gross | Mayor John R. Reynolds |
| Councillor Ned D. Leight | Junior Councillor Michael Jones |
| Councillor Richard Godshall | |
| Councillor Daniel Yocum | Solicitor Charlotte Hunsberger |
| Councillor Matthew Mscichowski | Borough Manager P. Michael Coll |
| Councillor Julie Munden | Police Officer Thomas Lawson |
| Councillor Richard Halbom | Public Works Director Steven Coll |

The Invocation was given by Councillor Ned D. Leight, followed by the Pledge of Allegiance to the Flag.

Consideration was given to the minutes of the April 1, 2019 Regular Borough Council Meeting and the April, 2019 Borough Council Work Sessions. A motion was made by Councillor Richard Halbom, and seconded by Councillor Matt Mscichowski, to approve the minutes as presented. The motion was approved.

President Brian Goshow recognized Kyle Hoff and Charles Crown of the CH Theater Group to provide Borough Council with an update on the Broad Theater project. Kyle Hoff reported that they will formally submit plans for the building renovation this week. The renovations will create two main screens on the street level with one smaller screen on the second floor for special events. The project will involve significant exterior work, aligning windows and adding a new brick façade to the front of the building. They will begin with structural alterations within the interior of the building. The group is requesting assistance from the Borough to complete a new streetscape around the building. CH Theater Group will be submitting an application for a variance to install a new marquee. The sign will extend above the roof line by approximately 4 feet. There is a significant amount of work to complete on this project, but the group is hoping to be complete by late fall of this year.

Mayor John Reynolds reported on the annual “Souderton Clean Up Day” which was held on Saturday, April 27th at the Community Park. Approximately 65 volunteers participated in the event, assisted by members of the public works crew. All of the mulch was spread and new playground mulch was spread around the swing set and modular play structure. Joe Chairó of the Burger Shop on Main Street provided lunch for all of the volunteers.

The Borough Solicitor's report for the month of April, 2019 was distributed to Borough Council. The Borough Solicitor prepared a draft resolution regarding the Community Park restoration project and the fundraising participation of the Souderton-Telford Rotary Club. The Borough Solicitor attended a field meeting to review the completion of improvements for the Berkeley Court Phase 1 development. They attended a hearing in District Court with the Code Enforcement Officer in a landlord tenant matter involving property at 664 E. Broad Street. The Borough Solicitor prepared a draft ordinance amending provisions of the Zoning Ordinance and a draft ordinance amending certain provisions of the SALDO.

Public Works Director Steve Coll distributed the statistical portion of his monthly report to Borough Council. There is a significant amount of brush collection slips, which will take over a week for the crew to complete. Crews will be involved in completing planned capital improvements along with routine maintenance in preparation for the opening of the Souderton Community Pool. Councillor Ned Leight noted that Zion Mennonite Church will be cleaning up the West Street Park on Saturday, June 1.

Borough Manager Michael Coll reviewed the meeting schedule of Borough Council for the month of May. The Planning Commission meeting will be moved to Wednesday, May 8th due to scheduling conflicts with some members. The Public Works Work Session will be held on May 13th and the Administrative Work Session will be held on May 20th both beginning at 7:00 pm. The Borough Manager also noted that the Borough Office will be closed on May 27th for the Memorial Day Holiday. The Souderton Community pool will be opening on Saturday, May 25th.

The Borough Manager reviewed the agenda for the meeting, which will begin with formal consideration of a Resolution approving implementation of the Community Park renovation project. A motion has been prepared to authorize the Borough Solicitor to prepare and advertise an Ordinance amending sections of the Zoning Ordinance and revising provisions of the Mixed Use Redevelopment Zoning District. In preparation for the completion of planned road construction and paving projects, the Borough manager requested authorization to advertise for bids for a new three-year equipment rental contract for paving and utility construction projects. A recommendation was made to post a two-hour parking restriction for the new parking spaces along S. Front Street.

Mayor John Reynolds commented that the Primary Election will be held on Tuesday, May 21st. Montgomery County will be utilizing new voting machines, which will require a paper ballot to be filled out and then run through the machine. The voting process will be much different and potentially more difficult than in past elections. Residents can go to the Montgomery County website under Voter Services to obtain more information about the new voting machines.

Consideration was given to paying the bills for the month of April, 2019.

GENERAL FUND

Comcast Cable	\$185.94	Boucher & James, Inc.	\$972.33
Home Depot	339.72	C & S Lawn and Landscape	2,100.00
North Penn Water Authority	304.69	Clemens Uniform Rental	118.44
Postmaster, Lansdale	755.98	Code Inspections, Inc.	189.00
Univest Bank & Trust Company	251,033.33	Commonwealth Precast, Inc.	494.00
Univest VISA	121.32	Copes Garage, Inc.	2,240.15
Univest VISA	37.66	D L Beardsley, Ltd.	82.20
Verizon Wireless	120.03	Display and Sign Center, Inc.	1,550.00
Home Depot	440.67	E. M. Kutz, Inc.	946.71
Clemens Uniform Rental	134.88	Fire Protection Services, LLC	90.00
Comcast Cable	546.57	Freedom Systems Corp	1,008.00
Delta Dental/Gettysburg Benefit	1,212.22	Fromm Electric Supply Corp	176.66
H & K Materials	147.84	General Code	1,195.00
Home Depot	62.26	George Allen Portable Toilets	452.00
James P. Leary	569.87	Georges Tool Rental	1,220.80
Metlife	2,741.25	H & K Materials	133.56
Nationwide Trust Company	1,007.46	Hajoca Corporation	455.46
NetCarrier Telecom, Inc.	348.73	Independence Blue Cross	15,520.58
North American Benefits Co.	996.97	Indian Creek Foundation	535.00
PA DCED	157.50	Landis Block & Nycecrete Co.	113.20
PECO Energy	177.68	Lawson Products, Inc.	464.34
Petty Cash	105.18	Martin Stone Quarries, Inc.	335.59
PPL Electric Utilities	737.16	Metlife	2,949.32
PPL Electric Utilities	2,455.38	Midlantic Machinery	267.61
Ready Refresh	60.42	Montg. Co. Planning Commission	4,630.50
Robert E. Little, Inc.	426.88	Moyer Indoor/Outdoor	3,264.29
Shelly Enterprises	10.58	Naceville Materials	1,966.19
Suburban Propane	691.55	Nationwide Trust Company	936.08
Temple University CJTP	540.00	NYCO Corporation	4.05
Towne Answering Service	550.00	PA One Call System	76.22
Univest VISA	144.90	Richter Drafting Office Supply	1,307.58
Unum Insurance Company	1,009.28	Shelly Enterprises	15.24
Verizon	70.97	Styer Associates	7,200.00
Verizon Wireless	279.39	Suburban Propane	337.90
21 st Century Media	1,448.97	Sudz In A Bucket	38.50
Advance Auto Parts	60.53	Telford Press Printers	523.50
Advanced Disposal	36,081.87	Univest VISA	199.00
Altek Business Systems, Inc.	567.01	Wise Electric	973.00
Blooming Glen Quarry	480.00	Total General Fund	\$362,244.64

SEWER FUND

North Penn Water Authority	\$121.57	ES2 Environmental Systems	\$354.00
USA Blue Book	180.29	Essex Service Corporation	2,745.16
Home Depot	135.00	EVOQUA Water Technologies	4,265.35
1 st Defense Fire Protection	655.00	Farm Bureau Garage, Inc.	245.85
Clemens Uniform Rental	122.85	Hajoca Corporation	620.50
Comcast Cable	86.90	Independence Blue Cross	3,336.14
Coyne Chemical	4,745.78	J. P. Mascaro & Sons	606.00
Delaware River Basin Comm.	842.00	Jesse Baro, Inc.	3,681.39
Delta Dental/Gettysburg Benefit	321.47	Lawson Products, Inc.	211.94
H. Keith Koehler	290.02	LRM Inc.	130.00

Mary M. Koehler	\$309.89	Metlife	\$69.21
Metlife	69.21	Moyer Indoor/Outdoor	219.67
NetCarrier Telecom, Inc.	157.12	Nyco Corporation	26.57
North American Benefits Co.	259.65	PA Rural Water	260.00
PA DEP	1,250.00	PPL Electric Utilities	14,151.95
PPL Electric Utilities	1,068.98	Precision Solutions, Inc.	333.00
Shelly Enterprises	3.28	S C Engineers, Inc.	1,425.60
Unum Insurance Company	250.82	Shelly Enterprises	0.70
USA Blue Book	930.10	Suburban Water Testing Labs	3,016.56
Verizon	72.05	Telford Press Printers	444.50
Bearing & Drive Solutions	37.50	Tyler McCarthy	184.99
Bergey's Electric, Inc.	4,825.25	U S Municipal Supply, Inc.	237.00
Cintas First Aid and Safety	58.35	USA Blue Book	1,936.35
Clemens Uniform Rental	81.90		
Coyne Chemical	8,515.30	Total Sewer Fund	\$63,892.71

POOL FUND

North Penn Water Authority	\$13.15	PECO Energy	\$74.24
Univest VISA	60.00	PPL Electric Utilities	913.75
Univest VISA	1,160.95	Elifeguard, Inc.	2,773.07
Airgas National Carbonation	57.00	Moyer Indoor/Outdoor	210.40
Comcast Cable	120.15	Univest VISA	376.50
NetCarrier Telecom, Inc.	134.16	Total Pool Fund	\$5,893.37

CAPITAL RESERVE FUND

Landis Block Nyccrete Co.	\$5.44	Hajoca Corporation	\$124.82
Univest Capital	3,155.23	Security Service Co., Inc.	2,735.00
Adam R. King Spray Foam	3,274.00	Sherwin Williams	108.94
Banes Roofing, Inc.	507.32	Todd Moyer Painting	175.00
Boucher & James, Inc.	1,039.58	Total Capital Reserve Fund	\$11,125.33

LIQUID FUELS FUND

PPL Electric Utilities	\$166.05	U. S. Municipal Supply, Inc.	\$671.20
PPL Electric Utilities	932.65		
PPL Electric Utilities	5,984.29	Total Liquid Fuels Fund	\$7,754.19

A motion was made by Councillor Ned Leight, and seconded by Councillor Richard Godshall, to pay the bills for the month of April, 2019, as presented. The motion was approved.

A motion was made by Councillor Ned Leight, and seconded by Councillor Richard Godshall, to authorize the payment of recurring monthly bills for the month of May, 2019, as presented. The motion was approved.

President Brian K. Goshow opened the floor to the audience for public comment.

Harry Boardman, 105 N. Main Street, extended appreciation to the Public Works Crew for installing the new lights in the core downtown district. The lights have been

well received by the business district. Harry Boardman further noted that Third Fridays will be held on Friday, May 17th.

Priscilla Newman, 17 ½ Franklin Avenue, expressed concern with the condition of Meadow Street alley and asked that the public works crew repair potholes throughout the alley.

Daniel Houser, 436 Central Avenue, expressed appreciation to the Souderton Police Department and Officer Jeffrey Lukens. Officer Lukens participated in a fishing derby for children at EMC Elementary and also showed the children the patrol car. The EMC Elementary Home and School Association will be hosting a neighborhood meeting on May 13th to discuss the continuation of the one-way traffic restriction on S. School Lane. Daniel Houser expressed his support for the continuation of the one-way traffic pattern during school days.

There being no further public comment, President Brian Goshow moved to the business portion of the agenda with the first item being formal consideration of a Resolution approving the Souderton Community Park renovation project.

A motion was made by Councillor Jeffrey Gross, and seconded by Councillor Richard Godshall, to adopt Resolution 2019-05 approving the master plan for the renovation of the Souderton Community Park, acknowledging the participation of the Souderton-Telford Rotary Club and authorizing the implementation of the multiyear Souderton Community Park Renovation Project. The motion was approved by unanimous vote.

A motion was made by Councillor Edward Huber, and seconded by Councillor Jeffrey Gross, to authorize the Borough Solicitor to prepare and advertise revisions to the MUR Zoning District and associated revisions to definitions, parking and other sections of the Zoning Ordinance for formal consideration at the July 1, 2019 Borough Council meeting. The motion was approved.

President Brian Goshow expressed appreciation to the members of the Souderton Planning Commission for the time spent in reviewing and recommending the various revisions to the Zoning and SALDO Ordinances.

A motion was made by Councillor Daniel Yocum, and seconded by Councillor Richard Halbom, to authorize the advertisement for bids for a three-year contract for various equipment rentals for road paving and utility construction projects. The motion was approved.

A motion was made by Councillor Julie Munden, and seconded by Councillor Matt Mscichowski, to authorize the posting of a two-hour parking restriction for the

municipal parking spaces along the west side of S. Front Street for a 90-day trial period per Mayor's order. The motion was approved.

There being no further business, the meeting was adjourned at 7:45 pm.

Respectfully submitted,

P. Michael Coll, Secretary

WORK SESSION MINUTES AND COMMITTEE REPORTS

Public Works Work Session – May 13, 2019 (7:00pm-8:50pm)

Council Attendees: John Reynolds, Brian Goshow, Jeffrey Gross, Richard Godshall, Daniel Yocum, Matt Mscichowski, Julie Munden, Richard Halbom and Edward Huber. Junior Councillor Michael Jones.

Staff Attendees: Public Works Director Steven Coll, Police Chief James P. Leary, and Borough Manager Michael Coll.

Presentations

Harry Boardman of the Souderton Business Improvement District discussed a mural project for the Chestnut Street underpass. Weather and age has deteriorated the current mural which was painted as part of the Borough's centennial celebration. Harry Boardman developed a sketch of the new mural which has been purposely scaled to fit within the suitable wall section. The mural depicts a theme of night and day. Souderton Borough has agreed to assist with the initial preparation and base coat. The BID will reimburse half of the expenses associated with the preparations. Borough Council supported the mural project and discussed potential options to light the mural.

Brent Bernd of the Historical Society and BID discussed a proposed plan to install sign toppers delineating the perimeter of the designated Souderton Historic District. The signs will be mounted above the street name signs, with a budget to supply 20 signs. Borough Council supported the proposed project, with the public works crew to install the signs. Public Works Director Steven Coll noted the hardware which will be necessary to install the signs.

1. Sanitation Committee

- a. The Discharge Monitoring Report for the month of April, 2019 will be filed with no exception to permit limitations. The rainy weather has pushed flows up to the permit limit of 2 mgd. Despite elevated flows, the plant is performing very well.
- b. On May 1, 2019 the Borough was notified of a complaint of oil in the creek behind the Lions Gate development in Franconia Township. Upon investigation the oil was traced back to an inlet at Hunsberger Lane and W. Broad Street. The source of the heating oil was from 20 N Hunsberger Lane. The owner was in the process of removing a heating oil tank from the property and dumped at least one five-gallon bucket of heating oil into the inlet. Crews contained the oil and reported the incident to PADEP. Citations will be issued in District Court for violation of the Borough storm water management ordinance with restitution for cost associated with containment and clean up. PADEP investigated and issued a separate notice of violation to the property owner.
- c. The Advanced Disposal General Manager and his staff met with Borough Office staff to discuss ongoing issues with the implementation of the trash collection contract. Despite some procedural revisions, missed bulk item collections continued to be a problem along with a number of missed weekly collections. Advanced Disposal management decided to phase out the automated truck and complete collections with standard rear load trucks. The foreman will be more engaged in the daily operations to address any continuing issues. Collections during recent weeks have improved.

2. Highway Committee

- a. Public Works Director Steven Coll reviewed public works department activities. Crews completed brush collections and the annual spring curbside leaf collection. Crews are installing the various banners for the summer and will hang the veteran banners prior to the Memorial Day holiday. We received word that the new utility/bucket truck is complete and delivery is expected to occur in a few days. Café lights have been installed in the downtown business district. Street sweeping has started in the south west section of the Borough.
- b. The yellow six-wheel dump truck was taken to Derstine Company to sandblast, make repairs and re-paint the dump body. Crews completed all annual equipment maintenance with exception of the International dump truck.
- c. Borough Council discussed traffic calming signage. Borough Council suggested that two lighted pedestrian signs and one lighted speed limit sign be purchased and installed on Washington Avenue.

3. Sidewalk Committee

- a. Borough Manager Michael Coll received a letter from Montgomery County authorizing the Borough to proceed with implementation of the Hillside Avenue curb and sidewalk project. The amount of the CDBG grant is \$198,470.00. North Penn Water Authority has completed the replacement of the water main and services in advance of this project. Souderton Borough will complete some base repairs. A motion will be recommended at the June meeting to authorize the Borough Engineer to complete the contract specifications and advertise the project for bids. The project will be limited to the residential properties.

4. Recreation Committee

- a. Steve Coll noted that all planned capital improvements at the pool, namely the filter refurbishment and tile work at the zero entry section of the leisure pool, have been completed. Crews are working on final preparation for the opening day of the pool on May 25th.
- b. Vandalism occurred at the West Chestnut Street playground. The double slide has been broken and will have to be replaced. A spring animal appears to have been removed and is missing.
- c. Souderton-Telford Rotary Club has formally approved their participation in the Souderton Community Park renovation project. Formal announcement of the project will begin on June 16 with dedication of the town clock pocket park to former Mayor and longtime Rotarian Charles Allebach.

5. Property Committee

- a. Montgomery Theater requested consideration of Borough Council to allocate funds toward the replacement of their third floor HVAC unit at a cost of \$6,420. The repairs will be funded from the Anchor Building fund and made part of the extended lease payments back to the Borough.
- b. We had several conversations with an investor for the Freight Building. They are considering the use of the building as a winery. We provided them with architectural CAD files to assist them in completion of their due diligence to gauge feasibility of the project.

Administrative Work Session- May 20, 2019 (7:00pm-9:55pm)

Council Attendees: John Reynolds, Brian Goshow, Ned Leight, Jeffrey Gross, Richard Godshall, Daniel Yocum, Matt Mscichowski, Julie Munden, Richard Halbom and Edward Huber. Junior Councillor Michael Jones.

Staff Attendees: Police Chief James Leary, Code Enforcement Officer Steven Toy and Borough Manager P. Michael Coll.

1. Police Committee

- a. Police Chief Leary distributed the April, 2019 statistical report for review of Borough Council. Chief Leary discussed the new records management system and some of the administrative challenges in extrapolating data from the system.
- b. Considerable discussion was held on the outcome of the meeting held on Monday, May 13th with the EMC Home and School Association, school district officials and neighboring residents to discuss the status of the one-way traffic restriction on S. School Lane. A recommendation was made to move forward with the preparation of an ordinance to permanently enact the one-way traffic restriction from 7:00 am to 4:00 pm on school days only. A motion to authorize the Borough Solicitor to prepare and advertise the ordinance will be considered at the June Borough Council meeting.
- c. Chief Leary commented that the Washington Avenue/W. Broad Street crossing guard position was dropped at the end of the 2018 calendar year given an average of only 4 children crossing on a given day. The School District requested that the crossing guard position be re-instated following public concern expressed to the School District.
- d. Police Officer Jeffrey Lukens was tasked with obtaining quotes for new mobile radios to be placed in the patrol vehicles. Motorola provided a quote of \$3,289.16 per radio. Chief Leary suggested that two radios be purchased to outfit the two most active patrol vehicles. Funding for this purchase was incorporated within the 2019 Budget.
- e. President Brian Goshow discussed the benefit of in car cameras, which was also incorporated within the 2019 Budget. President Goshow urged Chief Leary to move forward with the purchase of this equipment.
- f. Harry Boardman of the Souderton Business Improvement District expressed concern over the use of the flashing pedestrian and speed limit signs in the downtown business district that were previously presented to Borough Council. As an alternative, Harry Boardman presented pictures of a 3D crosswalk and other artistic styles of painted crosswalks that could be considered for the core downtown business district. The pictures were sent to the Borough Engineer to request an opinion from PennDOT on their use on state owned roadways.

2. Code Enforcement Department

- a. Code Enforcement Officer Steven Toy reported that he will be inspecting EMC Elementary tomorrow. He issued temporary Occupancy permits for them to complete the school year, suggesting that the School District must finally complete outstanding items over the summer prior to beginning the next school year.

- b. Berkeley Court Phase 2A is nearing completion. The last few units have been issued temporary occupancy permits conditioned on completion of remaining site work. The Borough Engineer will be instructed to update a punch list of outstanding development items. Steve Toy will again cite the developer for failure to cut the grass around the perimeter of the development.
- c. Blooming Glen contractors are making preparations to complete the outstanding development items for Berkeley Court Phase 1. The agreement is for them to complete all outstanding items around the residential units. Upon completion they will be released from the bond requirements. The owner of the corner commercial lot will have to submit new development plans for approval.

3. Administrative Committee

- a. No new items were discussed.

4. Development Committee

- a. The Borough Solicitor compiled a draft of the proposed Zoning Ordinance amendments as recommended by the Souderton Planning Commission. The Borough Solicitor left the decision to charge a fee in lieu of parking in the Zoning Ordinance. Montgomery County expressed concern with the limitations on the accounting and use of a parking fee. A recommendation was made to delete this section from the draft. There will be opportunity to negotiate the terms of a parking waiver on a case by case basis. The Zoning Ordinance will be advertised for consideration at the July 1, 2019 Borough Council meeting. The Souderton Planning Commission is nearing completion of the SALDO revisions and will be reviewing a final draft of the SALDO revisions at their June 5, 2019 meeting.
- b. Borough Manager Michael Coll reviewed three applications to be considered by the Zoning Hearing Board on June 11, 2019. The Souderton Charter School is appealing the determination that they cannot use 27 S. Front Street as an office for a philanthropic organization. In the alternative they will seek a variance to permit the office use and other school related uses. Borough Council recommended that they take party status to this application. CH Theater Group will be seeking a variance for the installation of a new marquee sign on the Broad Theater. The sign will extend approximately four feet above the roof line of the building. The third application seeks dimensional variances to formally subdivide a lot containing an existing twin dwelling. The twin dwelling is currently situated on one single lot. The subdivision will follow a restored party wall to be constructed within the dwelling.

5. Finance Committee

- a. Borough Manager Michael Coll discussed financing for the Community Park restoration project. After much discussion, Borough Council recommended a general obligation borrowing of \$500,000. The Borough manager will discuss the possibility of a construction draw down of the loan with Univest and the Borough Solicitor.

6. Executive Session

- a. President Brian Goshow requested an Executive Session to discuss personnel issues associated with Souderton-Telford Main Streets. Borough Council adjourned to Executive Session at 8:55pm and convened to public session at 9:55pm, at which time the work session was promptly adjourned.